

Local Health Department Communicable Disease Program Assessment Tool
 Agreement Addenda 510/536/541 Annual Assessment
 North Carolina Division of Public Health • Communicable Disease Branch • Technical Assistance & Training Program

County/District: _____

Accreditation Status: Initial Date: _____ Re-Accreditation Date: _____

CD Regional Nurse Consultant _____ Date of Annual Review _____

* Remember to ask if the CD Nurse has responsibility for Rabies Human Risk Assessment and document under "Other" on Part A of this form.

Part A: Annual review of all staff in the health department who have a defined role for CD Investigation and Reporting.

LOCAL HEALTH DEPARTMENT STAFF WITH DEFINED ROLE IN COMMUNICABLE DISEASE INVESTIGATION AND REPORTING				
Name: Title: Telephone: E Mail:	Check all that apply: <input type="checkbox"/> LEAD CD NURSE <input type="checkbox"/> General CD <input type="checkbox"/> TB <input type="checkbox"/> STD/HIV/Syphilis <input type="checkbox"/> Vaccine Preventable <input type="checkbox"/> Hepatitis B <input type="checkbox"/> STD ERRN <input type="checkbox"/> Other: specify	NC ED\$\$ <input type="checkbox"/> User? Last Log In: ____/____/____ USER ID _____	CD COURSE <input type="checkbox"/> Completed? <input type="checkbox"/> Currently enrolled? <input type="checkbox"/> Enroll next session?	Review of NC ED\$\$ Activity (\$pecific to Individual)
Name: Title: Telephone: E Mail:	Check all that apply: <input type="checkbox"/> LEAD CD NURSE <input type="checkbox"/> General CD <input type="checkbox"/> TB <input type="checkbox"/> STD/HIV/Syphilis <input type="checkbox"/> Vaccine Preventable <input type="checkbox"/> Hepatitis B <input type="checkbox"/> STD ERRN <input type="checkbox"/> Other: specify	NC ED\$\$ <input type="checkbox"/> User? Last Log In: ____/____/____ USER ID _____	CD COURSE <input type="checkbox"/> Completed? <input type="checkbox"/> Currently enrolled? <input type="checkbox"/> Enroll next session?	Review of NC ED\$\$ Activity (\$pecific to Individual)
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Part B: Agreement Addendum Assessment AA 510/536/541

Agreement Addenda Criteria FY 2011-12 Communicable Disease Branch - #510/ #536 / #541	Yes	No	Comments/Monitoring Source
(510) Within one (1) month of receiving notification of a reportable communicable disease or condition, the LHD will assure that investigation and reporting to the NC DPH via NC EDSS is complete.			Monitored Via NC EDSS Reporting
(510) LHD must have a minimum of two staff who have attended and completed DPH provided NC EDSS training. No training is to be done internally by LHD staff.			Document in Part A
(510) LHD must have a minimum of two staff members who are currently "active users" (i.e., the ability to log into system has not been deactivated).			Document in Part A
(510) LHD must delegate oversight responsibility to a <u>nurse</u> who will be responsible for regularly monitoring all STD and other CD disease events via regular review of NC EDSS events and workflows. This nurse must be trained in NC EDSS, and be knowledgeable of the current NC Communicable Disease Manual and the current NC Sexually Transmitted Disease Manual.			Document name of nurse with oversight responsibility here and provide email address and work telephone:
(510) LHD agrees to monitor and manage workflows in a timely manner (optimally, on a daily basis).			Monitored via NC EDSS Review by CD Nurse Consultant
(510) LHD agrees to enter into NC EDSS, in a timely manner, all paper laboratory reports and physician reports it receives. Reports for patients outside the jurisdiction of the LHD should be entered into NC EDSS then transferred electronically to the appropriate jurisdiction. (Reports will not be mailed, faxed or e-mailed.)			Monitored via NC EDSS Review by CD Nurse Consultant

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Agreement Addenda Criteria FY 2011-12 Communicable Disease Branch - #510/ #536 / #541	Yes	No	Comments/Monitoring Source
(510) Sharing NC EDSS user account information such as user name and password is strictly prohibited. Every NC EDSS user must have his/her own account. Every user must have a functioning LHD email account so he/she may receive system updates distributed via email.			Monitored via NC EDSS Review by CD Nurse Consultant
(510) LHD agrees to notify DPH immediately when a user no longer needs access to NC EDSS, either through attrition or transfer to a position unrelated to CD or STD surveillance. DPH reserves the right to disable the accounts of users who are unable to demonstrate competency using NC EDSS software.			Monitored via NC EDSS Review by CD Nurse Consultant
(510) LHD agrees to develop and implement a policy incorporating all of the aforementioned items. Policy will be electronically available to Regional Communicable Disease Nurse Consultant upon request.			Annual review: LHD to provide consultant with copy of policy. Sample policy can be found in NC Communicable Disease Manual In 2013 request that LHD re-sign 2013 NC EDSS MOU
(536/541) All LHDs will have policies and procedures electronically available that address the following areas of STD Program Services: <ul style="list-style-type: none"> • Overview of the STD Program: The overview should be in narrative form and should identify target population, deliverables, and location of services • Clinical Service Staffing • Clinical Service Staff Qualifications • Clinical Service Staff Orientation • Clinical Service Staff Development • Examination, Testing, Treatment, Counseling and Referral • NC EDSS Reporting • Outreach Services within the Community 			Annual Review: LHD to provide consultant with copy of policy. Sample policy can be found in NC Communicable Disease Manual and the NC STD Public Health Program Manual
(541) Client-centered counseling based on the State Counseling, Testing, and Referral (CTR) Curriculum must remain available for clients who are HIV positive, or for any other client who requests this service. Each health department should have at least two people trained at all times to meet service delivery needs. All health department staff providing positive HIV test results to clients must attend the CD Branch- sponsored CTR training.			Document names of staff with CTR training & responsibility here:
(536) Among clients of family planning and STD clinics, the proportion of clients with positive chlamydia trachomatis (CT) tests who are treated within 14 and 30 days of the date of specimen collection.			Monitored Via NC EDSS Reporting

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Part C: Screening Tool for STD Clinical Services – supplement to 2013 STD Monitoring Visit Tool

Agreement Addenda Criteria FY 2011-12 Communicable Disease Branch - #536 / #541	Yes	No	Comments/Monitoring Source (Directly observed or discussed with LHD staff on Annual Review)
Use of 2010 CDC STD Treatment Guidelines			
Standing Orders in NC Board of Nursing format and signed			
Access to care within 1 workday			
Perform stat urethral gram stains and wet preps on site when required for diagnosis of sexually transmitted infections. Counties reporting < 50 (fifty) cases of gonorrhea per year are exempt from the stat gram stain requirements.			
Perform stat qualitative serologic tests for syphilis (STS) on site if the Local Health Department is in a county with 20 cases of early syphilis reported during the previous 12 months and/or annualized primary and secondary syphilis rate of >20 cases per 100,000.			

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Agreement Addenda Criteria FY 2013-14 Performance Measures	Yes	No	Comments/Monitoring Source
(536/541) Timely treatment of women with chlamydia or gonorrhea in any health department clinic (≥ 85% treatment rate within 14 days of specimen collection; 95% or more of the clients should receive appropriate treatment within 30 days of the specimen date).			Monitored via NC EDSS reporting
(536/541) Availability of clinic hours and accessibility to appropriately trained staff are adequate to meet the needs of the number of clients requesting STD services.			<i>STD Services Access/Availability Data</i> submitted electronically annually by January 15 for the prior year.
(536/541) LHDs will insure that STD Enhanced Role RNs (STD ERRN) maintain competency to perform evaluation, testing, treatment, counseling and referral through LHD QA process and CDB Nurse Consultant monitoring.			<i>STD ERRN Continuing Education and Skill Maintenance Verification</i> submitted electronically annually by January 15 for the prior year
(541) LHDs receiving 541 funds must use all funds to enhance HIV education, counseling and testing.			LHDs must submit a report detailing the HIV services that 541 funds were used to support. Request report annually from LHD based upon FY.
Other STD Testing and Pregnancy in LHDs: 1. syphilis, gonorrhea & chlamydia at 1 st prenatal visit 2. syphilis between 28-30 weeks & delivery 3. gonorrhea and chlamydia in women ≤ 25 years of age in the 3 rd trimester or at delivery if not tested during 3 rd trimester			Policy and Medical Record Documentation
HIV testing and pregnancy: 1. Offer all clients HIV testing at 1 st prenatal visit 2. Attending physician will test pregnant woman for HIV unless client refuses 3. (If at L&D there is no record of HIV testing during current pregnancy, physician informs the client that HIV testing will be done.)			Policy and Medical Record Documentation Confirm that the health department has verified that testing is performed at time of delivery if there is no record of testing.
HIV/STD Services are offered at no cost to the client. Exceptions: Asymptomatic clients who request screening for non-reportable diseases; clients who receive follow up treatment of warts after diagnosis is established; clients requesting testing not offered by the state.			Policy

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Part D: Best Practice Recommendations

Best Practice Recommendation	Yes	No	Comments/Monitoring Source
Local Self-Assessment tool has been utilized			LHD should provide a copy of the assessment to the consultant
Marketing			
Health department has a plan for marketing HIV/STD services			Read marketing plan
Health department has relationships with all Federally Qualified Health Centers (FQHC), Community Health Centers (CHC), free clinics and urgent care facilities in the county/health district			Discuss with LHD staff on Annual Review Name the FQHCs and look a likes operating in the county
Surveillance			
Health department has a policy and procedure electronically available that addresses the utilization of DIS as part of an outbreak response			Review P & P
Training			
Job descriptions for staff include: <input type="checkbox"/> Qualifications and training requirements for each job <input type="checkbox"/> The role each job plays in the operation of the clinic <input type="checkbox"/> A description of the tasks required for each job <input type="checkbox"/> The mechanism for performance evaluation <input type="checkbox"/> Attitudes expected to be conveyed to clients			Review Job Descriptions
Formal orientation is available for new staff in HIV/STD setting			Review Orientation Documents or discuss with LHD staff on Annual Review
Training needs of staff are assessed and addressed			Review Staff Training Assessments & How Needs are the Response to the Assessment
Information is communicated to all staff through predictable channels			Review minutes and memos and discuss with LHD staff on Annual Review

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Best Practice Recommendation	Yes	No	Comments/Monitoring Source
Health department has a policy electronically available that addresses preceptorship for STD ERRNs			Review Policy
Health department has a policy electronically available that addresses preceptorship for all new clinicians			Review Policy
Health department has a policy electronically available that addresses direct observation of ERRN practices at least annually			Review Policy
Quality Improvement Activities			
Health department collects and evaluates client satisfaction data for STD services			Review data and discuss with LHD staff on Annual Review
Health department has a process for managing the significant client complaints about clinical services			See complaint process documentation and discuss with LHD staff on Annual Review
Other Documents			
Procedure for preventing and handling exposure of clients/staff to HIV / Hepatitis B /Hepatitis C virus			Review Policy and Procedure
Procedure for appropriate handling of violent or abusive situations			Review Policy and Procedure
Policy stating a) the provisions of the state child abuse and neglect statute and health care providers' obligations for reporting, b) appropriate staff response to alleged/suspected abuse of client and c) appropriate staff response to a positive STD lab result on a minor			Review Policy and Procedure